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10 June 1949

MEMO TO: Assistant Director for Collection & Dissemination
Assistant Director for Operations
Assistant Director for Reports and Estimates
Assistant Director for Special Operations
Assistant Director for Scientific Intelligence
Assistant Director for Policy Coordination
Chief, ICAPS

SUBJECT: Operational Coordination

REFERENCE: Memorandum from the Director to addressees,
subject as above, dated 9 June 1949.

1. Stated meetings of the operational coordination group appointed by reference memorandum will be held on the first Thursday of each month in the Executive Conference Room in the Administration Building immediately following the Director's staff meeting, beginning on 7 July 1949.

2. Special meetings will be called as may be necessary either on the initiative of the Chairman or by request to the Chairman of any member who has an urgent problem requiring group action.

3. Prior to stated meetings and, where time will permit, prior to special meetings, agenda for discussion will be prepared by the Chairman and circulated to the members. Any member may request the Chairman to include specified items on the agenda.

4. The Chairman will, when warranted, request either the appropriate group members or their designated representatives to form sub-committees to study problems being considered and to submit findings and recommendations to the group for further consideration.

5. The Chairman may from time to time assemble portions of the group to consider problems not applicable to all group members.

6. The establishment of the operational coordination group will not in any way displace or interfere with the normal direct coordination contacts and cooperation between Assistant Directors in connection with their daily routine problems; nor will it constitute a bar to any meetings of Assistant Directors (including regular group meetings such as have been held since January 1949), which they may arrange among themselves. Problems which can be appropriately solved by such direct coordination should not be referred to the coordination group.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

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Captain, USN

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